

Funeral Director/Funeral Home/Funeral Branch Renewal Form

Indiana License Renewal Application	Box #1 <u>Indicate License Number Here:</u>	Box #2 <u>Check the Status You Are Renewing</u> Active _____ Inactive _____	Fee See Fee Information Below
	Box #3 <u>Indicate Your Name And Address Here</u> <u>PLEASE PRINT</u>	Box #4 <u>Please Circle your answer to ALL the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (if yes to questions 1-3, please attach details of action taken)</u> 1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? YES NO 2. Have you been denied a license, certificate, registration, or permit in any state? YES NO 3. Have you been convicted of or pled guilty to a violation of a federal or state law or are criminal charges pending? YES NO I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.	
	<u>Email Address</u>	Box #5 <u>Signature of Applicant</u>	Box #6 <u>Date Signed</u>
	Make Check Payable and Mail To: Indiana Professional Licensing Agency		
Mailing Address: 402 W. Washington St. Room W072, Indianapolis, IN 46204			

➤ **Instructions: (Use one form for each license you are renewing):**

- **INDIVIDUAL LICENSE:** Complete Box #1 through #6 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee. **PLEASE PRINT LEGIBLY, AS AN INABILITY TO READ YOUR RENEWAL FORM WILL CAUSE A DELAY IN THE RENEWAL OF YOUR LICENSE.**
- **FUNERAL HOME OR BRANCH LICENSE:** Complete Box #1, 2, 3, 5, & 6 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee.

- **Fees:** Renewal fee: **\$50** if renewing on time. Renewals must be postmarked by your expiration date to be considered timely. If renewing late, you will need to add a late fee of \$50.

- **IMPORTANT INFORMATION REGARDING YOUR RENEWED LICENSE CARD:** *The Professional Licensing Agency no longer issues a courtesy license after license issuance or renewal. **AFTER YOUR LICENSE HAS BEEN RENEWED**, you may print as many copies of the free license from your computer or order and purchase a license that will be printed on blue certificate card stock paper and mailed to you. Both of these meet posting requirements. To print/order your license online, go to www.pla.in.gov and click on "Services. IN.gov", choose the option "Order a License Card" and follow the directions on the screen. You will need to go through the ordering process for both the free license and the blue card stock license by indicating the quantity (indicate 1 for a free license), adding to the shopping cart, and clicking on "Next Step-Checkout". Once you do this for the free license, the license will appear on your screen so that you can print as many as you need.*

- **Name Change:** When renewing by mail, please attach a copy of appropriate documentation (such as a copy of your marriage certificate, divorce decree, or social security card) to this form. If renewing online, submit your documentation to the address above. You might want to delay renewing online until your name has been updated so your license is correct.

- If you have questions, please feel free to contact the Board by email at pla12@pla.in.gov or by phone at (317) 234-3031.